



COURSE SYLLABUS

Intermediate Algebra

MAT 1033 - Section

Online Instruction

0625 - Fall 2023

Click on [How to Be A Successful Student](#), which provides important college policies, success factors, student expectations, and more.

WELCOME

Hello and Welcome to Intermediate Algebra Online. This course is the study of high school algebra at a more advanced level and although many of the topics will be familiar to you, expect to carry out more challenging and involved manipulations of these familiar topics. In addition, you may encounter new topics that you have not studied in your previous algebra course. With that being said, to ensure that you get off to the right start please take some time to thoroughly and thoughtfully read through this Syllabus and when you are ready to get started then complete the User Agreement so that you can unlock the remaining course materials. It is advisable that you keep this **Syllabus** and the **Assignment Due Dates** schedule handy at all times so that you are familiar with the policies and deadlines for this course. Finally, should you run into any difficulties throughout the semester then please don't hesitate to contact me... I care about your success and I'm here to help! Let's have a wonderful semester!!

INSTRUCTOR

Name: E G Gascon (MS)

Email: Please email within MyCourses using either the Communicate Tab at the top of the page or the Email Faculty tab found at the top of the page in the Student Tools section. Avoid using my @spcollege.edu email address as external email addresses are often filtered by SPC spam software and not received by me. I typically respond within 24 hours for MyCourses emails sent between Monday morning and Thursday (noon), but please be patient if it takes an extra day or two on occasion.

Phone: 727-397-1944

Office Location: REMOTE

ACADEMIC DEPARTMENT

DEAN**Name:** Jimmy Chang**Office Location:** SA 215B (St. Petersburg/Gibbs Campus)**Office Phone Number:** 727-341 - 4305**Email:** Chang.Jimmy@SPCollege.edu**Assistant Dean****Name:** Dr. Hannah Johnson**Office Location:** Seminole**Office Phone Number:** 727-791-2559**Email:** Johnson.Hannah@spcollege.edu**WEBSITE****URL:** <http://www.spcollege.edu/math/>

COURSE INFORMATION

Course Description: Major topics include: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, and applications.

Learning Outcomes and Objectives:

1. The student will apply concepts of solving equations and inequalities by:
 - a. identifying the slope and y-intercept of a line graphically and algebraically.
 - b. writing the equation of a line given two points or one point and the slope.
 - c. solving systems of linear equations in two variables graphically and algebraically.
 - d. solving systems of linear inequalities in two variables by graphing.
 - e. translating applied problems from their verbal descriptions into linear equations and solving the problem.
 - f. solving literal equations.
2. The student will apply concepts of solving nonlinear equations and simplifying nonlinear expressions by:
 - a. solving quadratic equations by factoring.
 - b. solving quadratic equations using the quadratic formula.
 - c. solving quadratic equations that result in complex number solutions.
 - d. solving application problems which require the use of quadratic equations.
 - e. simplifying and performing arithmetic operations with radical expressions.
 - f. multiplying and dividing exponential expressions with rational exponents.
 - g. solving radical equations involving one radical expression (square root).

3. The student will perform the methods of factoring by:
 - a. factoring polynomials including the sum and difference of cubes.
 - b. factoring using the greatest common factor.
 - c. factoring by grouping.
4. The student will apply concepts of rational expressions by:
 - a. performing arithmetic operations on algebraic fractions including monomial, binomial, and trinomial denominators.
 - b. simplifying rational expressions.
 - c. solving rational equations.
5. The student will perform the basic concepts of functions by:
 - a. using functional notation to evaluate a function.
 - b. graphing a linear function.
 - c. applying the vertical line test.
 - d. identifying the domain and range of a function.

Criteria Performance Standard:

In order to earn a grade of C or better, the student will achieve at the 70% level or higher on classroom measures. Upon successful completion of the course, the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

Proctored Exam Requirement: On Exam day, students must present a valid form of ID to their Proctor (College Student ID, Drivers License, Passport, etc...). Scientific calculators are allowed, but a graphing calculator (TI-83, TI-84, TI-84+) is strongly recommended. However, certain models (TI-89's, TI-92's, TI-Nspire, etc...) are not allowed on exams. Books, formula sheets, and notes of any kind are not allowed. Scratch paper will be provided.

This course requires one or more of your quizzes/exams in MyCourses to be virtually proctored. Proctoring will be conducted using an online proctoring service called Honorlock (HL). Your quizzes will be accessible on the dates your instructor has set to take them. To take an HL quiz, you will need the following: A computer, a working webcam/microphone, your ID, and a stable internet connection. Check out [Honorlock's Support for Test-Takers](#) to learn more or for technical assistance.

Room Scan & ID Information

To uphold academic integrity and ensure a fair testing environment for all students, you will be asked to conduct a room scan and show a valid, official ID prior to beginning your examination. Please be aware that this process involves your webcam recording and inspecting your physical testing environment. This includes the surface of your desk, any surrounding walls, and the area under your desk. By participating in this course and its assessments, you acknowledge and consent to these conditions.

Your official ID should include your name, photo, and signature for identity verification purposes. Acceptable forms of ID include a university ID, driver's license, passport, or other government-issued identification. No examination will be permitted to start without a proper ID check.

View the [Proctored Testing Information](#) site.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required for Proctored Testing:

- A computer with a webcam, microphone, Google Chrome browser ([download Google Chrome](#))
- The Honorlock Chrome Extension ([download extension](#))
- A stable high-speed internet connection
- A quiet and bright location to take proctored exam

Required: Honorlock License (see below), MyMathLab Access Code is required to participate in this course (MAT 1033 Tobey/Slater 8e)

ISBN-13: Please Refer to the First Day Important Information and Instructions Module

First Day Important Information and Instruction:

IMPORTANT: This course is part of the Inclusive Access Program. First Day™ is a partnership between Barnes & Noble College and the Publisher to bring your course materials to you through MyCourses. Please note that for Pearson courseware (MyLab Math) you must activate your enrollment in your Pearson courseware section [with your username/password or by creating a new account] within the first week of class. Failure to complete this step may result in hitting a “paywall” in the future – even though you remained in the First Day Program. Access your Pearson courseware directly through the **First Day Important Information and Instructions** module [instructions located within the module]. Please unlock the course materials/modules by scoring a 100% on the Syllabus Quiz [located in the BEGIN HERE module].

Proctored Testing

What is my responsibility?

For courses that utilize Honorlock, students are responsible for paying a proctoring fee (see options below). When starting your first assessment, a prompt will appear requesting payment. Choose the option that best matches your testing requirements for your course and enter your debit or credit card information. Be sure to give yourself some extra time when taking your first test to enter your credit or debit card information.

Pay-Per-Course Option (\$9.95*): This option covers the cost for ALL proctored assessments in your course. NOTE: This is the best value option if the course requires 2 or more proctored assessments. How many proctored assessments do I have? Contact your instructor or check the course content area of the syllabus.

Pay-Per-Exam Option (\$4.45*): This option covers the cost for ONE proctored assessment in your course.

*Students will be required to pay sales tax based on their physical address.

View the [College Bookstore](#) site.

View the [College Library](#) site.

LEARNER SUPPORT

View [Free Tutoring](#) site.

View the [Accessibility Services](#) site.

View the [Academic Support](#) site.

View the [On-Campus and Online Support](#) site.

View the [Student Services](#) site.

IMPORTANT DATES

Course Dates: 08/14/2023 - 12/03/2023

Drop Date to Receive Refund: 08/18/2023

Withdrawal Date: 10/28/2023

DISCIPLINE-SPECIFIC INFORMATION

ATTENDANCE

View the college-wide attendance policy included in [How to be a Successful Student](#).

The policy notes that each Instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.

For this class, attendance is defined as: responding to emails and/or posting to the discussion board as required by your Instructor as well as completing Assignments (Homework, Quizzes, Reviews, Tests, and Exams) by the required deadlines.

The attendance policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus. For this class, active participation is defined as a student having completed ALL Homework and Quizzes for Modules 1 - 4 , Test 1 and having completed the proctored Midterm Exam by the due date. Students failing to complete ALL of these assignments will be administratively withdrawn from class at the 60% mark in the semester.

Professors will also verify that students are in attendance at least once each week during the first two weeks of class. In order to be marked present for week 1, students **MUST** complete (at a minimum) the Orientation Homework in MyMathLab. In order to be marked present for week 2, students **MUST** complete (at a minimum) the Homework and Quiz for Module 1 in MyMathLab. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn.

GRADING

To encourage students to make every effort to complete their lessons on time, all Assignments are expected to be completed by their respective due dates. **Late Quizzes, Tests, or Exams are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Instructor to allow make-up work.** Grades of "I" (Incomplete) are NOT given in

this course. If you do not complete the course by the scheduled final exam date, you will receive an "F" for the course.

Each student course grade will be determined on the following basis:

- Homework (Practice) and Test Reviews (Practice): 10%
- Quizzes: 15%
- Unit Tests: 10%
- Exam Reviews (Practice): 5%
- Proctored Midterm Exam: 15%
- Proctored Final Exam: 45%

A: 90 -100% **B:** 80 - 89% **C:** 70 - 79% **D:** 60 - 69% **F:** 0 - 59%

How to Calculate your Overall Grade: (Homework avg)***0.10** + (Quiz avg)***0.15** + (Test avg)***0.10** + (Exam Review avg)***0.05** + (Midterm)***0.15** + (Final)***0.45**

Extra Credit

No official extra credit assignments are available. Extra Credit is not an option for this course.

State policy specifies that students may not repeat a college credit course for which a grade of "C" or higher has been earned except by appeal to the campus Academic Appeals committee. You may repeat a college credit course one time without penalty. At the third attempt, you will pay the full cost of instruction. The full cost of instruction rate for the academic year is stated in the course catalog. In addition, at the third attempt you may NOT receive a grade of "I," "W," or "X," but must receive the letter grade earned. This grade will be averaged into your overall grade point average.

ASSIGNMENTS:

Note: The use of programs such as (but not limited to) Mathway, Google, Photomath, etc. to complete graded assignments is classified as cheating and a breach of SPC's Academic Honesty Policy. In an effort to maintain the integrity of a course and prevent students from using these tools, the weighting of proctored assignments is higher.

Please pay attention to the due dates for each assignment.

Homework Assignments (located in MyMathLab) **10% of Overall Grade**

There are Homework Assignments spread over the eight (8) Modules in this course. They have been set up to encourage Mastery Learning, so you may rework each Homework Assignment in order to get a perfect score (unlimited attempts - the highest score is used to average your overall grade). Each Homework Assignment contains several tools (Help Me Solve This, Skill Builder, Animation, and Textbook) for each problem within the assignment.

Quizzes (located in MyMathLab) **15% of Overall Grade**

There are a total of seven (7) Quizzes in this course according to the Assignment Due Dates Schedule. The Quizzes are located in Modules 1 - 7 in the online curriculum and each Quiz is timed. You are encouraged to not use your book or your notes during the Quizzes. You are allowed two (2) attempts for each Quiz. Any Quiz not taken by its respective due date will be assigned a zero (0%).

No 3rd Attempt Quizzes or late Quizzes. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Instructor to allow make-up work.

Test 1 and 2 Reviews (located in MyMathLab) **0% of Overall Grade**

There are reviews in MyMathLab for Test 1 and Test 2. Students **MUST** score 70% or higher on the Review in order for the test to become available. These Reviews will be included in your overall grade

as Homework grades. Should you not score 70% or higher on the Review, you will receive a zero (0) for your Test score.

Tests (located in MyMathLab) 10% of Overall Grade

There are a two (2) Tests in this course according to the Assignment Due Dates Schedule and you are allowed only one (1) attempt for each Test. Each Test is timed. You may **not** use your book or your notes during the Tests. Before attempting a Test, it is required that you complete the respective Review in order for the test to become available. A student missing a Test deadline for ANY reason, including not scoring 70% or higher on the review, will receive a zero for that Test. **Late Tests are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Instructor to allow make-up work.**

Untimed Exam Reviews (located in MyCourses) 5% of Overall Grade

The Exam Reviews are designed to help you prepare for the Midterm & Final Exams. This class is set up to encourage Mastery Learning, so you may rework each Exam Review in order to get a perfect score (unlimited attempts - the highest score is used to average your overall grade). Students **MUST** complete the Untimed Midterm Review and the Untimed Final Exam Review.

Midterm Exam – Proctored/Supervised Exam (located in MyCourses) 15% of Overall Grade

For all students, the Midterm Exam must be taken by the dates defined in this syllabus. This Exam is timed and **MUST** be proctored (supervised) using a Proctoring Service designated by SPC (i.e. Honorlock). A student missing an Exam deadline for any reason, including but not limited to, not purchasing the required Honorlock license, will receive a zero for that Exam. All students with accommodations must provide appropriate documentation if they need special arrangements for testing and must make arrangements for their testing. **Late Exams are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Instructor to allow make-up work.**

Final Exam – Proctored/Supervised Exam (located in my|Courses) 45% of Overall Grade

For all students, the Final Exam must be taken by the dates defined in this syllabus. This Exam is timed and **MUST** be proctored (supervised) using a Proctoring Service designated by SPC (i.e. Honorlock).

A student missing an Exam deadline for any reason, including but not limited to, not purchasing the required Honorlock license will receive a zero for that Exam. All students with accommodations must provide appropriate documentation if they need special arrangements for testing and must make arrangements for their testing. **Late Exams are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Instructor to allow make-up work.**

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

What is expected of every student?

Whether in an online class or a physical classroom, certain behaviors are expected of every student. Students need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. In the event that a student becomes disruptive (eg: sending indecent emails to other students and/or the Instructor, submitting inappropriate postings to the Discussion boards) the Instructor may take disciplinary action including removing the student from the class. This ensures that all students in the class have an opportunity to learn. SPC expects students to be honest in all of their academic work. By enrolling at the College, students agree to obey all of the standards of academic honesty and integrity and students should also understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. Please be sure to:

- Thoroughly and thoughtfully read the syllabus and abide by the contents of the syllabus.
- Use Honorlock to take proctored exams
- Act in a civil and respectable manner in addressing Instructor and peers.
- Log into MyCourses at least 4 times per week.
- Take an active role in this course, participating fully in class discussions by posting to the discussion board on a weekly basis.
- Read and respond in an appropriate manner to all faculty emails and class discussion.
- Be responsible for raising any questions or seeking clarification about all course materials and assignments.
- Submit assignments on time and complete assessments by the posted dates.
- Have constant access to a computer and the internet.
- Immediately seek assistance with assignments and all technical issues.
- Complete the Student Survey of Instruction.
- Become familiar with the College's Academic Honesty Policy.
- Understand that failure to comply with the Academic Honesty Policy may result in disciplinary action.

For more information please visit the [How to Be A Successful Student](#) link.

What can students expect from the Instructor?

The Instructor will:

- Establish and maintain, with your involvement and help, a safe, comfortable learning environment in which your opinions and thoughts are valued.
- Make meaningful assignments designed to broaden your knowledge and help improve your ability to problem solve utilizing the critical thinking skills developed in the study of Mathematics.
- Respond to all emails within a 48 hour period during the normal business week (M – F).
- Post grades in a timely manner.

What can students do to be successful in this course?

Students are required to logon to MyCourses on a regular basis. Plan on logging into the course at least 4 times per week so that you can keep up with discussions, announcements and emails, interact with your Instructor and peers, as well as complete Homework Assignments, Quizzes, Reviews, Tests, and Exams on or before the due dates. Should you have any questions then please do not hesitate to contact me and I will do my best to point you in the right direction (typically within 48 hours, M – F). If you are having trouble with a homework question in MyMathLab then please utilize MML's **Help Me Solve This** (HMST), it's an interactive one-on-one virtual tutor that walks you through the very question that's giving you trouble step-by-step until you arrive at the correct solution, and it provides feedback along the way (it's absolutely awesome). A work-around to HMST is MML's **Skill Builder**. It takes you to prerequisite questions that lead up to the question that's giving you trouble. It helps re-enforce objectives that have already been covered, but that you may have forgotten.

Once again, while in MML:

- **Help Me Solve This** is an interactive one-on-one virtual tutor that walks you through the very question that's giving you trouble step-by-step until you arrive at the correct solution, and it provides feedback along the way (it's absolutely awesome).
- **Skill Builder** takes you to prerequisite questions that lead up to the question that's giving you trouble. It helps re-enforce objectives that have already been covered, but that you may have forgotten.

TITANS CARE

As a SPC student its vital that you know Titans Care. You can access resources through SPC's Student Assistance Program (SAP) (<https://mycoursesupport.spcollege.edu/student-assistance-program>), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge, and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

PARTICIPATION, CONDUCT, & NETIQUETTE

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to be a Successful Student](#).

ACADEMIC HONESTY

View the [Academic Honesty Policy](#).

COPYRIGHT

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STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY

MINIMUM REQUIREMENTS

View the [MyCourses Minimum Technology Requirements](#).

Minimum Technical Skills: Students should know how to navigate the course and use the course tools (email, discussion, gradebook, etc.). Students also MUST become proficient with MyMathLab and the tools contained within the program.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

ACCESSIBILITY OF TECHNOLOGY

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Google \(YouTube\) Accessibility](#)

PRIVACY

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [YouTube Privacy](#)

TECHNICAL SUPPORT

Technical Issues:

Your course has been directly linked to MyMathLab (MML). Should you experience technical difficulties with MML and would like to contact Pearson's Technical Support, you must be logged into your my|Courses course. Select the **Course Content** tab, go into the **Learner Support** module (listed under the Table of Contents). Open the diagnostics page by clicking on the **Pearson Diagnostics and Grade Sync** link. The Diagnostics page contains information that you must provide to Pearson's Technical Support in order for them to assist you. You'll also find a link to PEARSON SUPPORT on the right side of the page.

EXTREMELY IMPORTANT: If you are experiencing technical difficulties with My|Courses and/or MyMathLab, before you contact either SPC's Tech Support or Pearson's Tech Support, please be sure to rule out the possibility of a bad (or limited) internet connection as well as the possibility of an incompatible browser, browser setting, firewall setting, recent update, etc... , by using a different computer on a different network via a different browser (For example: Internet Explorer, Firefox, and Chrome have all been known to work properly). **It is your responsibility to have a verified and reliable back up method for completing your assignments in the event that your primary means of connection does not function properly.**

Technical support is available via the [St. Petersburg College Technical Support Help Desk](#)

Pearson's Technical Support: <https://support.pearson.com/getsupport>

INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster, pandemic or other serious situation to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane, pandemic, possible life-threatening situation or other natural disaster causes significant damage to St. Petersburg College facilities or possibly threatens the welfare of students and staff, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such an unforeseen circumstance, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after such unforeseen circumstances, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom—possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments—both online and formerly on-campus—to assess and issue your final letter grade for this course, as normally planned, despite the occurrence of this circumstance.